Tutor Tools
User Guide

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Introduction

Tutor Tools enables Tutors to:
- communicate with students (answer their questions, send Learning Paths, results, files, etc.);
- analyse students' work;
- create, if they have the access rights, Learning Paths (personalised language-learning units in **TELL ME MORE®**);
- modify each student's **TELL ME MORE®** user options;
- print the linguistic and pedagogical content of **TELL ME MORE®**.

Documentation

Various documents (*.pdf format) which explain how to work with **Tutor Tools** are accessible through the **Help** menu:
- the **Tutor Tools** user guide;
- the **TELL ME MORE® Education** Educational Path descriptions;
- the Pedagogical Handbook;
- the **Pedagogical content** of **TELL ME MORE® Education**.

DISCOVER TUTOR TOOLS

To run Tutor Tools

➢ Go into the **Start** menu.

➢ Select **Programs**.

➢ Select the program group **TELL ME MORE® Education\Applications**, then **Tutor Tools**.

➢ Enter your user name and password defined during the creation of your account in **Admin Tools** (the allocation of a password is optional).

➢ Confirm by clicking on the green tick.
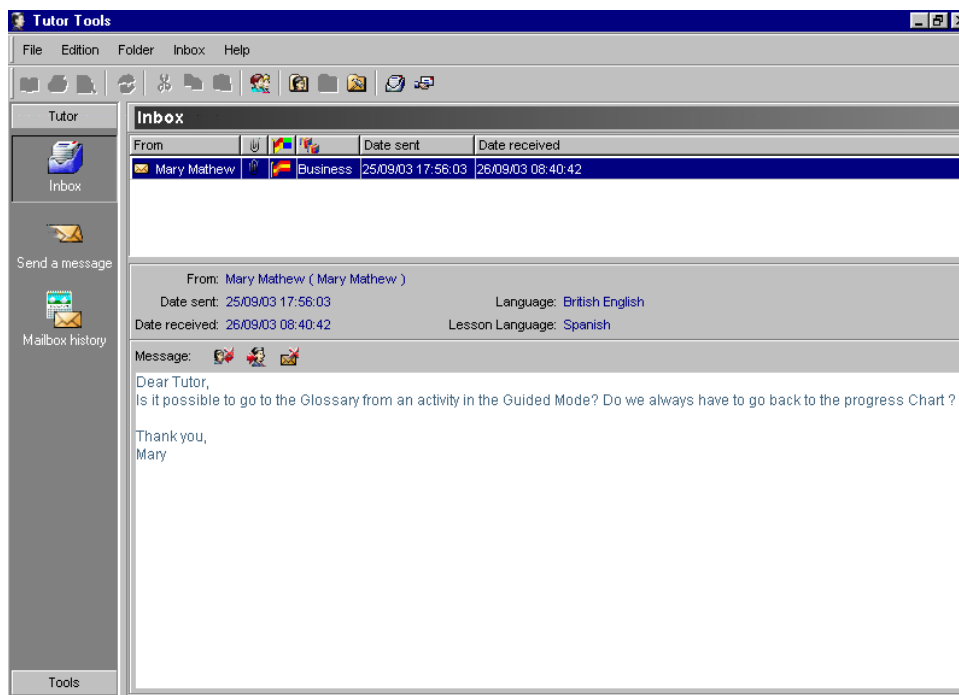
To navigate within Tutor Tools

Tutor Tools comprises three folders: **Tutor**, **Student** and **Tools**.
The **Student** folder is not available directly when the program opens. You must select a student to open this folder. To know more about this, refer to the **To select a student** section.

Note:
If the mailbox was not activated during installation, the Tutor folder is not available.

To select a student

Click on the icon **Access student account** in the toolbar.

To find a student in the database, you can define your selection criteria using the filter which allows you to search according to:

▪ student group;
▪ language group;
▪ ID, surname or name.

➢ Select the student from the list and confirm by clicking on the green tick. The **Student** folder is inserted into the folder menu between the **Tutor** and **Tools** folders.

To select one of the three folders, you can either:

▪ Click on the heading in the folder menu: the selected folder displays all the different functions it carries out.

▪ Click on the corresponding icon: **Tutor** , **Student** or **Tools** .

▪ Click on the **Folder** menu and select the sub-menu **Tutor**, **Student** or **Tools**.

A menu summarising the contents of the selected function will be inserted into the menu bar.

The TUTOR folder

Remember!
The mailbox must be activated in order to be able to access this folder.

The **Tutor** folder contains three functions:

	➢ **Inbox** This function allows you to view student messages.

	➢ **Send a message** This function enables you to send messages to students.

	➢ **Mailbox history** You can view all messages sent and received using this function.

The STUDENT folder

Remember!
*To open the **Student** folder, you must first access a student account or reply to a student's message from the Tutor Inbox. To select a student, refer to the introduction of the **To navigate within Tutor Tools** section.*

This folder contains five functions:

	➢ **Student file** This function allows you to view student information and the student's **TELL ME MORE®** user options.
	➢ **Student tracking** This function enables you to view a student's results according to various criteria (i.e. lesson, activity, date lesson was accessed). This function only appears if the student has already used **TELL ME MORE®**.
	➢ **Audio recordings** This feature enables you to listen to a student's audio recordings (for the **Dialogue** and **Pronunciation** activities). This feature is deactivated by default, but can be activated in the **Options** tab of the **Student file**.
	➢ **Reply to student** This function enables you to write a reply to a student's message. If the **Student** folder has been opened (using the icon **Access student account**), this function is entitled **Send a message**.
	➢ **History** This function allows you to view: - all messages exchanged with a student; - Tutor comments.

The TOOLS folder

Remember!
*All these functions are optional and are only accessible if you have the corresponding access rights (defined beforehand by the Administrator in **Admin Tools**).*

This folder contains three functions:

	➢ **Learning Paths** This function enables you to create and modify Learning Paths.
	➢ **Options Manager** This function allows you to create options files, which can then be transferred to students.
	➢ **Content Printout** You can print **TELL ME MORE®**'s linguistic and pedagogical content using this function.

THE TUTOR FOLDER

This folder allows you to organise all messages sent and received.
You can:
- receive messages sent by your students and reply to them;
- send a message to one or more students at the same time;
- view the mailbox history.

Inbox

To access the Inbox

➢ Click on the **Tutor** folder and select the function **Inbox**.

You can view:
- the name of the person who sent the message;
- any attachments;
- the flag corresponding to the student's lesson language;
- the Lesson Family concerned;
- the date the mail was sent and received.

Note:
You can classify your messages according to either the sender, date sent or date received, by clicking on the column headings.
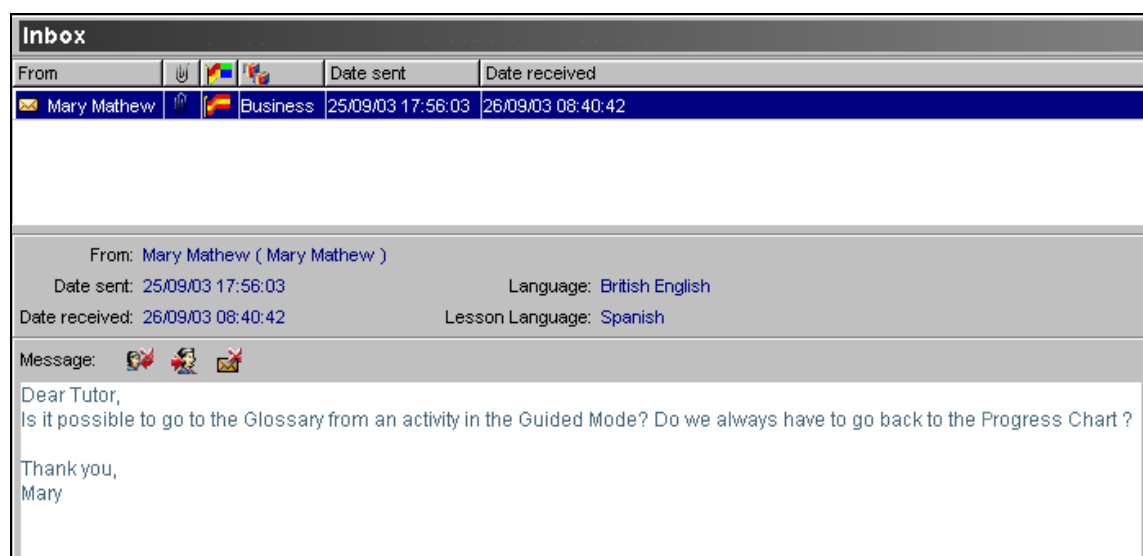
To read and reply to messages

➢ Select a line: the contents of the message will be displayed in the **Message** window.

➢ Double-click on the line of message or click on the icon **Access student information and reply** .
In both cases, a message will inform you that **Tutor Tools** is retrieving the student information. You then use the **Reply to student** function in the **Student** folder. To know more about this, refer to the **Reply to student/Send a message** section in the chapter **The Student Folder**.

To transfer a message to another Tutor

➢ From the list, click on the message you want to transfer.

➢ Click on the icon **Send the message to another recipient** 🦹 or select the menu **Inbox/Send the message to another recipient**.

➢ Select the Tutor you want to transfer the message to.

➢ Confirm by clicking on the green tick.
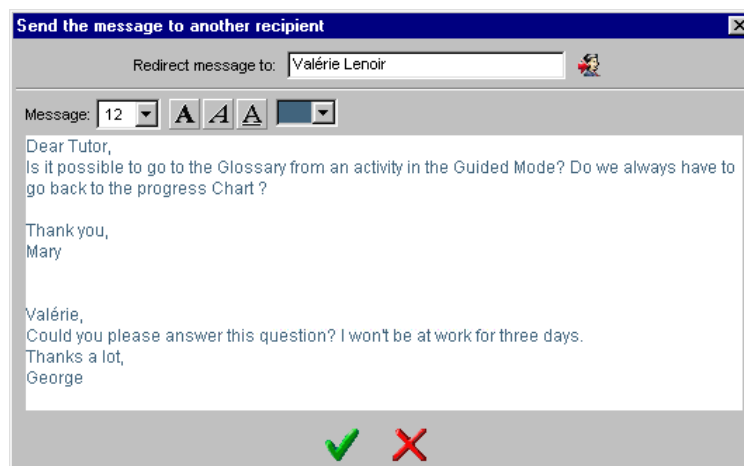
➢ You can also add a comment to the message (optional).

➢ Confirm by clicking on the green tick.

The message will disappear from the **Inbox**.

To remove a message

Certain messages will not require a reply. Once read, they can be deleted.

➢ Select the message you want to remove.

➢ Click on the icon **Remove the selected message(s)** 📧 or select the menu **Inbox/Remove the selected message(s)**.

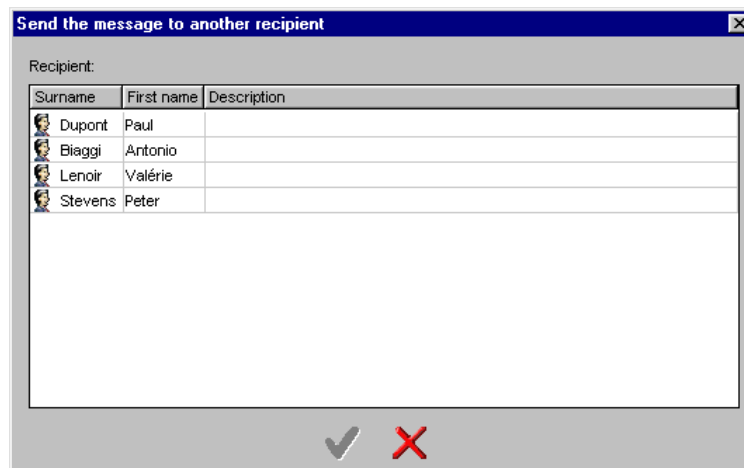A message will ask you to confirm the removal of the message. Confirm this choice by clicking on the green tick. The message will disappear from the **Inbox**, but will remain in the **Mailbox history**.

Send a message

➢ Select the function **Send a message** in the **Tutor** folder.

Using this function, you can send messages to students.
The message can be, for example:

▪ administrative in nature and addressed to a student group (e.g. "Don't forget to finish your Path before October 15th so I can evaluate your work.");
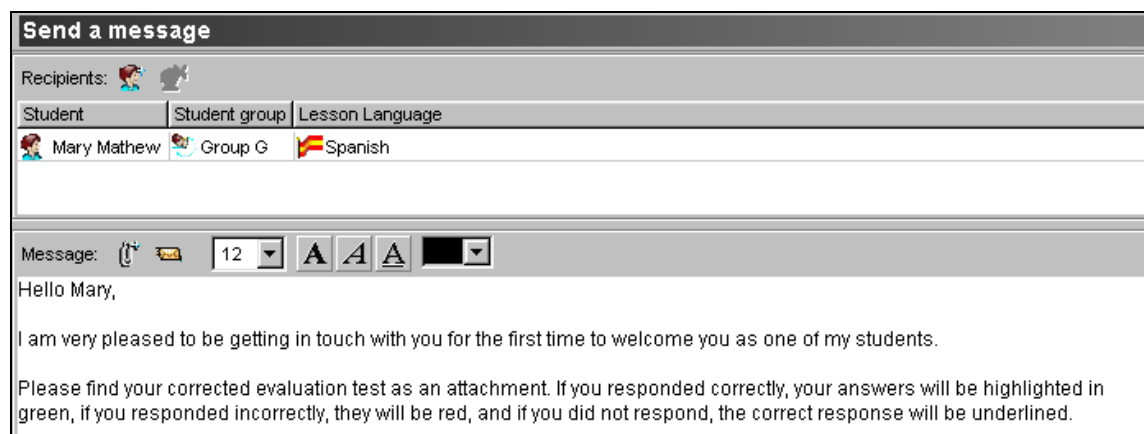▪ linguistic in nature and addressed to students in the same language group (e.g. "The higher level for German is now available.");
▪ for a specific individual (e.g. "Having analysed your results, I suggest you continue with the following Path.").
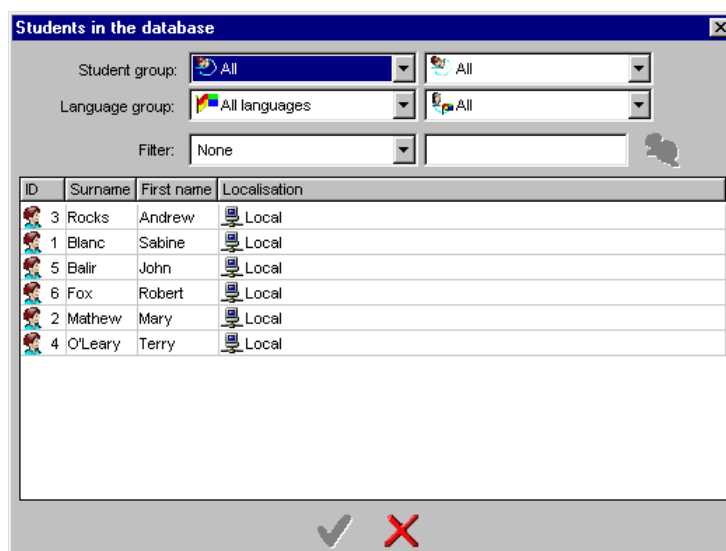
To select the recipient(s) of the message

➢ Click on the icon **Select student(s)** or select the menu **Message/Select student(s)**.

The list of all students is displayed by default. When there is a large number of students in the database, you can use the filter in order to find the students concerned. This can be done according to either:

▪ student group (e.g. to send a message to all students in the same class);
▪ language group (e.g. to send a message to all students learning English);
▪ ID, surname or first name.

Once the search has been completed, select the student(s) who will receive the message. Confirm by clicking on the green tick.

The names of the students selected will be displayed in the **Recipients** window.

To type and send the message

➢   Enter the message in the **Message** window.

A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also copy and paste text by right-clicking on the mouse.

You can add attachments to the message: to know more about this, refer to **To attach a file** in the **Reply to student/Send a message** section (**The Student folder** chapter).

➢   Click on the icon **Send the message** .

Mailbox history

➢ Select the function **Mailbox history** in the **Tutor** folder.

From this window, you can:
▪ view all messages (sent and received);
▪ respond again to a message already stored in the mailbox archive;
▪ remove messages.

To view the messages

➢ Select the type of message you want to view from the drop-down menu (**All messages**, **Messages received** or **Messages sent**).

Note:
*If you select **Messages received** or **Messages sent**, you can sort them according to either the sender, the date sent or the date received.*
*If you select **All messages**, you can view all questions and replies in the form of a tree diagram.*

➢ Select a line: the message contents will be displayed in the **Message** window.

To reply again to a message

You can send a new response to a student message you have already replied to.

➢ Select the message which you want to reply to again.

➢ Click on the icon **Access student information and reply** [icon] or select the menu **History/Access student information and reply**.

In both cases, a message will inform you that **Tutor Tools** is retrieving the student information. You then use the **Reply to student** function in the **Student** folder. To know more about this, refer to the **Reply to student/Send a message** section in the chapter on the **The Student Folder**.

To transfer a message to another Tutor

Refer to the section **Inbox/To transfer a message to another Tutor**.

To remove a message

➢ Select the message you want to remove.

➢ Click on the icon **Remove the selected message(s)** or select the menu **History/Remove the selected message(s)**.

A message will ask you to confirm the removal of the messages. By clicking on the green tick, you will delete the message from the **Mailbox history**.

THE STUDENT FOLDER

The role of a Tutor is to track, help and advise one or more students.

To personalise the student tracking, a Tutor needs to know the student's ability level and all corresponding information (e.g. the student's **TELL ME MORE®** user options, the Learning Paths to which they have access, the amount of time they have been studying, etc.)

Through this folder, you have access to:

- the **Student file**;
- the **Student tracking** (this function only appears if the student has used **TELL ME MORE®** at least once);
- the **Audio recordings** (this function is only available if it has been activated in the student's options file);
- the **Reply to student** or **Send a message** function;
- the **History**.

To open a Student folder

A **Student** folder can be opened in two ways:

- if you want to reply to a student: you access the **Student** folder by replying to a question in the **Inbox** or the **Mailbox history** of the **Tutor** folder.
- if you want to view a student's file or results or send them a message: you access the **Student** folder by opening the student's account.

From a message in the Inbox of the Tutor folder

➢ Select the function **Inbox** in the **Tutor** folder.

➢ Double-click on the student's message or select the message and click on the icon **Access student information and reply** .

Then use the **Reply to student** function in the **Student** folder.

From the student database

You can access the student list from any screen in order to access a student folder.

➢ Click on the icon **Access student account** or select the menu **File/Access student account**.

Then use the **Send a message** function in the **Student** folder.

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Student file

➤ Select the function **Student file** in the **Student** folder.

This allows you to view information about a particular student and their **TELL ME MORE**® user options.

The **Student file** comprises three tabs which appear according to the student's options and study time:
- **Information**
- **Options**
- **Paths**
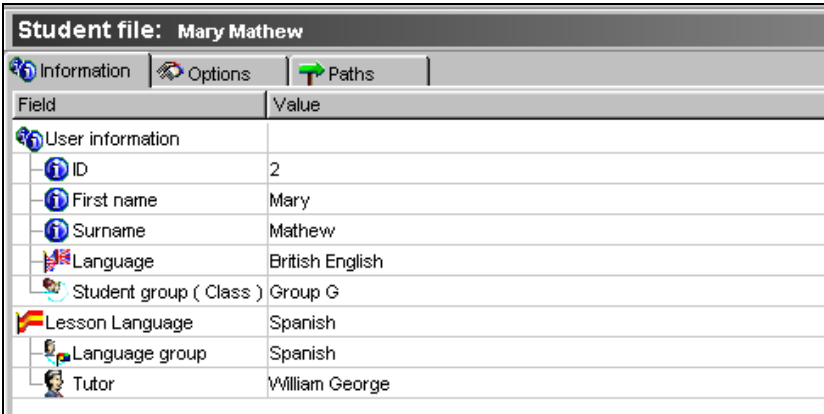
The Information tab

This window enables you to view each student's **TELL ME MORE**® user information, as well as information relating to the language(s) they are learning.

Note:
The lesson language(s) can only be viewed by the Tutor(s) who have access to all student files.

Student file: Mary Mathew	
Information	Options	Paths	
Field	**Value**
User information	
ID	2
First name	Mary
Surname	Mathew
Language	British English
Student group (Class)	Group G
Lesson Language	Spanish
Language group	Spanish
Tutor	William George

The Options tab

This screen comprises 7 categories which contain all the **TELL ME MORE**® user options of the student.
The categories are:
- **Student Tracking Manager**
- **Audio Recordings Tracking Manager (local only)**
- **Learning Mode Manager**
- **Options linked to Free-to-Roam Mode activities**
- **Options linked to the Guided Mode**
- **TELL ME MORE® Pedagogical Options**
- **TELL ME MORE® General Options**

The default parameters of the options within these categories can be modified.

> ➢ To modify a parameter, click in the **Value** column of the corresponding line and select the new value from the drop-down menu or type it in. To know more about the options, refer to the **Options Manager** section of the **The Tools Folder** chapter.

> ➢ Click on the icon **Update the options file** ⚙ to transfer the modifications of the options to the student's folder (the modifications will be applicable the next time the student uses **TELL ME MORE®**).

The Paths tab

Using this tab, you can view the list of Learning Paths available in the student's folder (i.e. the Learning Paths the student is following). You can also add or remove Learning Paths from the student folder from this window.

To add a Learning Path

> ➢ Click on the icon **Add a Learning Path** ➡ or select the menu **Learning Paths/Add a Learning Path**.

> ➢ If several lesson languages are available, first select from the list the lesson language for which you are adding a Learning Path.

Note:
You cannot add a Learning Path to a student's folder if the student is not learning the language concerned.
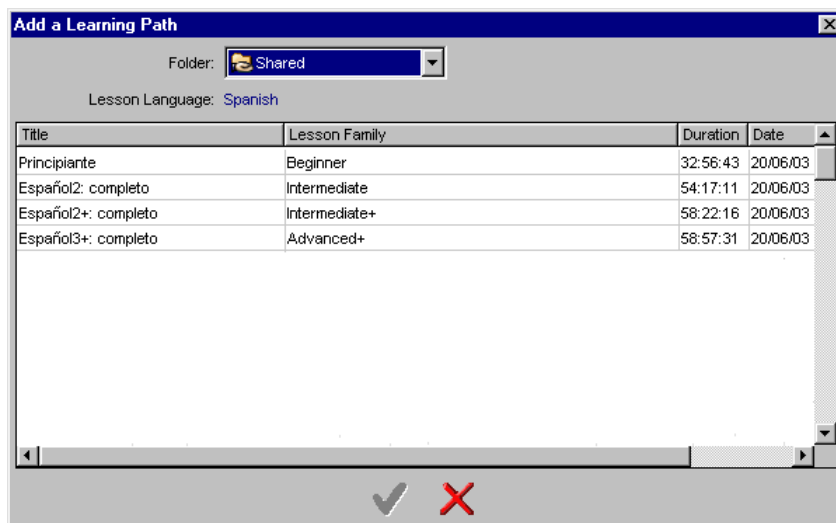
➢ First select the folder which contains the Path you want to add:
- the **Personal** folder: the folder which contains the Paths you have created and that only you can use;
- the **Shared** folder: the folder which contains the Paths available to all Tutors on the network (standard Learning Paths, Educational Paths and Paths created and saved in the Shared folder).

➢ Select the desired Path.

➢ Confirm by clicking on the green tick.

To remove Learning Paths

➢ Select the Learning Path(s) you want to remove.

➢ Click on the icon **Remove the Learning Path(s)** [icon] or select the menu **Learning Paths/Remove the Learning Path(s)**: the student will no longer be able to access this/these Learning Path(s) in **TELL ME MORE®**.

Student tracking

➢ Select the function **Student tracking** in the **Student** folder.

You can track the progress of a student by study session or even exercise by exercise.
The results are displayed in two ways:
- by 'Overview' or by study session, with the **Progress Chart** and **Breakdown** tabs.
- by study session only, with the **Detailed record** tab.
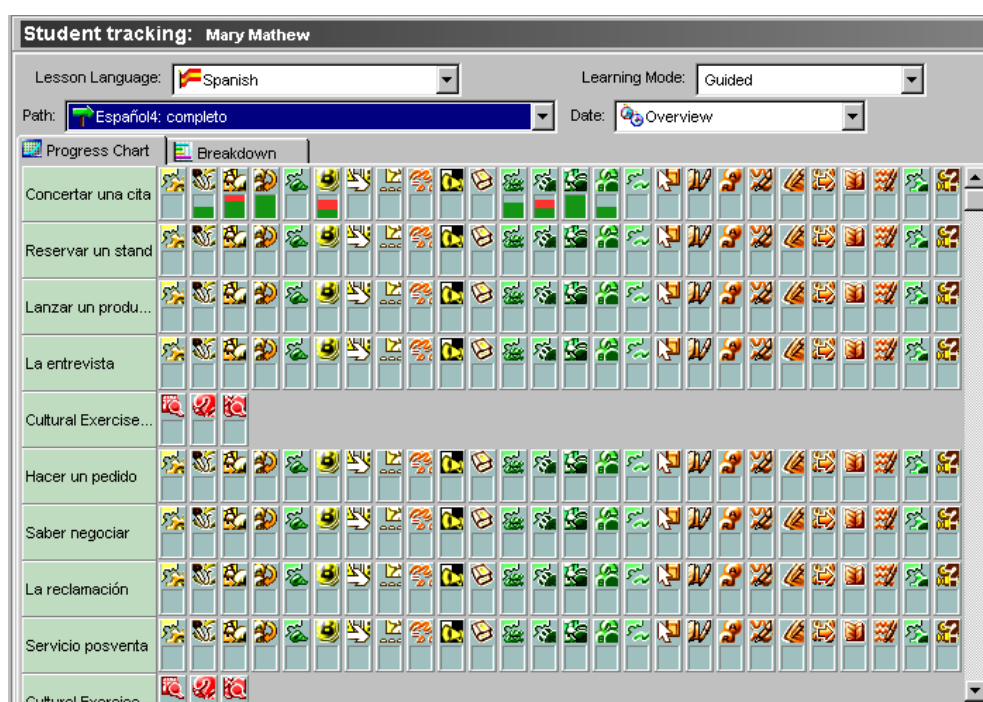
To view the results by Overview or study session

➢ First select the lesson language and then the Learning Mode.

➢ According to the Learning Mode selected, you must subsequently choose:
- the Path, if you selected the Guided Mode;
- the Lesson Family, if you selected the Free-to-Roam Mode.

The **Progress Chart** contains all the lessons (positioned horizontally) and activities (positioned vertically).
A 'lesson' is a collection of activities grouped by theme (e.g. On the motorway), by workshop (e.g. Written Workshop) or by activity type (e.g. Cultural exercises).
The name of the lesson or activity is displayed when the mouse is placed over the corresponding box.
The filled boxes correspond to activities attempted in the Path:
- green corresponds to activities completed successfully;
- red corresponds to activities completed unsuccessfully.
By placing the mouse over a filled-in box, you can view the results of that activity in detail.

Note:
*If you click on a filled-in box (with results) and you have selected a precise date, use the **Detailed record** tab, on which you can view the lesson and activity concerned in detail.*

You can also view the results in the form of horizontal bar charts by clicking on the **Breakdown** tab.

The following details will be displayed for each lesson and activity:
- the percentage of exercises completed;
- the percentage of exercises completed successfully;
- the score (the number of exercises completed successfully);
- the length of time taken to complete the activity.

Note:
The table displayed depends on the lesson/activity combination selected.
Four different displays are possible:
- *all lessons and activities;*
- *all lessons and those activities attempted;*
- *the lessons attempted and all activities;*
- *the lessons and activities attempted.*

To export the results

To be able to use the results outside of the **Tutor Tools** application, they can be exported in the form of a text file, a Unicode file (a codification which enables the file to contain text in different languages) or as an HTML file.

➢ Click on the icon **Export the breakdown** .

➢ Enter the file name.

Example of a Learning Path Breakdown (from the Guided Mode) in HTML format:

To view the detailed tracking

The **Detailed record** tab enables you to view the detailed tracking (i.e. exercise by exercise), but is only accessible if a precise date has been specified. When a date has been chosen, the **Detailed record** tab is added to the two existing tabs (i.e. the **Progress Chart** and **Breakdown** tabs).

➢ Select a lesson.
➢ Select an activity or **All activities**.

Explanation of the columns on the Detailed record tab

COLUMN TITLE	EXPLANATION
Time	Time at which the student finished or checked the exercise.
Activity	Name of the activity which the exercise belongs to.
Description	First element attempted in the exercise (e.g. first question of the Dialogue, first phrase of the Dictation).
Level	This column concerns all activities for which the speech recognition difficulty level has been defined (on a scale of 1 to 7, with 7 being the maximum score possible). *Note:* *Certain activities are not accessible with or without speech recognition.*
Result	Number of exercises successfully completed out of the total number of exercises available for the activity. *Note:* *The successful completion of an exercise depends on the different parameters defined for each exercise.*

Exercise details

➢ Select a line to display the wording and details of an exercise.
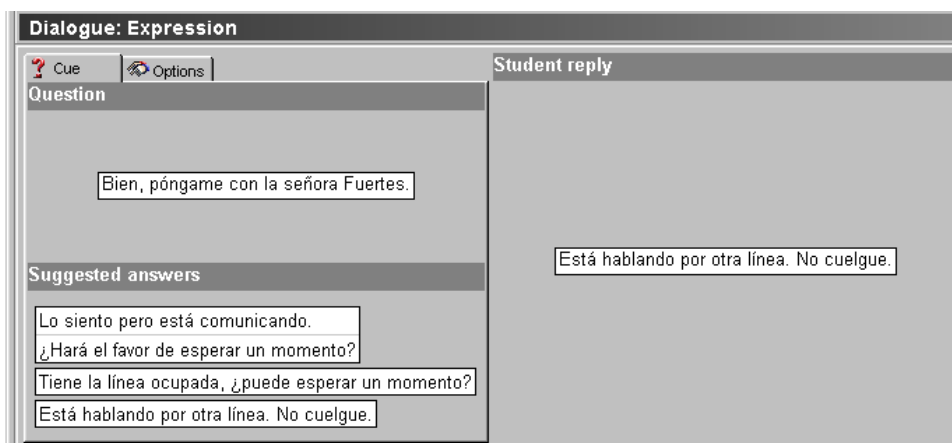
▪ On the left side of the window, various tabs display the different parameters of the activity. These tabs differ according to activity type and the individual exercises. Amongst others, there are:
- the **Cue** tab, which displays the question content and, sometimes, the answers proposed;
- the **Solution** tab, which displays the answer to the exercise or proposed image;
- the **Options** tab, which displays the various exercise parameters (e.g. timer, translation of words, speech recognition);
- the **Links** tab, which displays the grammar points linked to the activity and whether or not they have been consulted by the student.

- The right side of the window contains the student's answers.
  You can compare the student's answer to the correct solution, allowing you to see any errors made. These details allow you to evaluate student's work and, if necessary, send them a Learning Path which better corresponds to their ability level and needs.

Audio recordings

Caution!
*This function is only accessible if the student's **Backup recordings** option has been activated. For more details about this option, refer to the **Student file/The Options tab** section.*

➢ Select the function **Audio recordings** in the **Student** folder.

This function enables you to listen to a student's audio recordings (made while working on the **Dialogue** and **Pronunciation** activities) and evaluate their oral expression skills.

Grabación	Fecha	Puntuación
Grabaciones del alumno: Ana Torres		
Idioma de los cursos: Inglés británico		
Diálogo		
At the airport		
Where can I park the car?	25/09/03 09:24:47	3/7
Are you also waiting to go to Caracas?	25/09/03 09:25:20	5/7
Yes, here they are.	25/09/03 09:25:33	6/7
Yes, that's all.	25/09/03 09:25:46	5/7
Window seats, please.	25/09/03 09:25:59	7/7
Nonsmoking, of course!	25/09/03 09:26:31	4/7
Thank you.	25/09/03 09:26:47	6/7
Here's my visa.	25/09/03 09:27:00	6/7
How much is this watch? And this perfume?	25/09/03 09:27:15	4/7
Excuse me, I didn't understand the announcement.	25/09/03 09:27:36	4/7
Are you a member of the cabin staff?	25/09/03 09:28:31	3/7

➢ Select the lesson language of the audio recordings you want to hear from the drop-down menu.

The recordings are first classified by activity, then by lesson.

➢ Click on the icon **Update** to retrieve the most recent of the student's recordings (if the student is working in **TELL ME MORE®** at the same time).

➢ Select the phrase or the word you want to listen to.

➢ Click on the icon **Play sound** or double-click on the line selected to hear the recording.

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Reply to student/Send a message

➢ Select the function **Reply to student** in the **Student** folder.

This function allows you to reply to a student's message and also add attachments (e.g. options files, Paths).

If the student message contains attachments, the icon [icon] appears. Click on the icon to view the list of attachments, which can be saved if required.
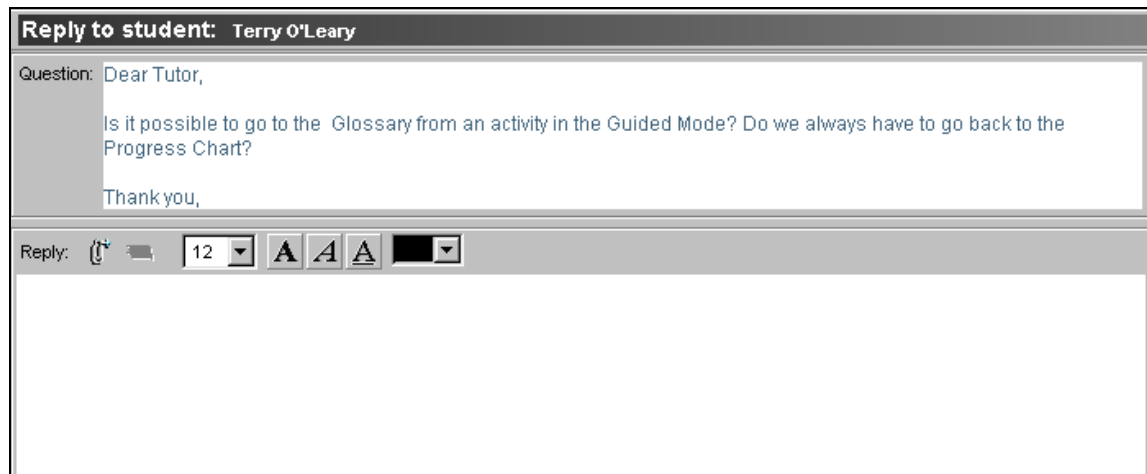
To write a reply to a student's message

➢ Place the cursor in the **Reply** window and enter your reply.

A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also cut, copy and paste text by right-clicking on the mouse.

Note:
*If you want to add attachments (e.g. a Learning Path, file), refer to the **To attach a file** section.*

➢ Click on the icon **Send the reply**.

Note:
*When you click on **Send the reply**, the message you have just sent will be transferred from the **Inbox** to the **Mailbox history**.*

Messages remain in the **Inbox** until they have been dealt with.

To attach a file

You can add attachments to messages using **Tutor Tools**.
The attachments can take the form of:
▪ a Learning Path;
▪ an options file,
▪ any other form of file.

➢ Click on the icon **Attached elements** [icon] on the **Reply to student** screen.

- Click on the icon **Attach a new element** : a drop-down menu will open displaying the various types of attachment you can add.

- Select the type of attachment you want to add, then the specific element itself. To attach a Learning Path, refer to the **To attach a Learning Path** section.
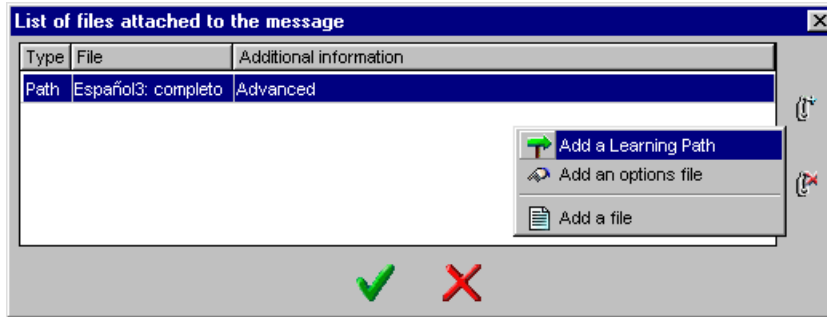
- Confirm by clicking on the green tick.

Caution!
*Learning Paths and options files are not sent in the form of attachments. They are merely updated when the student connects to **TELL ME MORE**®. A message containing these types of files is stored in the **Mailbox history** without the attachment symbol (a paper clip).*

To attach a Learning Path

When you select **Add a Learning Path**, the following window will appear.
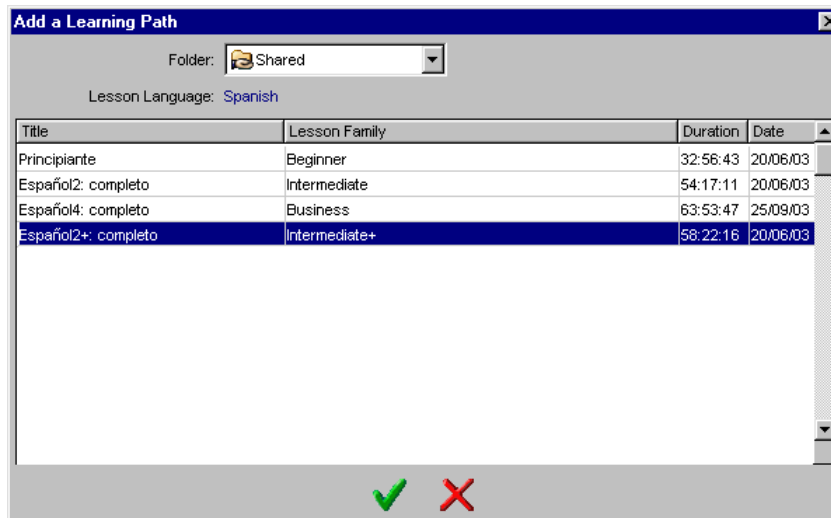
- Select the folder where the Path you want to attach is located, then select the Path itself.
- Confirm by clicking on the green tick.

Note:
*When you enter a message, you can see the list of elements attached to it by clicking on the icon **Attached elements***
. *The form of the icon alters when elements are attached to the message.*

- Click on the icon **Send the reply** .

Note:
*When you click on **Send the reply**, the message you have just sent will be transferred from the **Inbox** to the **Mailbox history**.*

Messages remain in the **Inbox** until they have been dealt with.

History

➢ Select the function **History** in the **Student** folder.
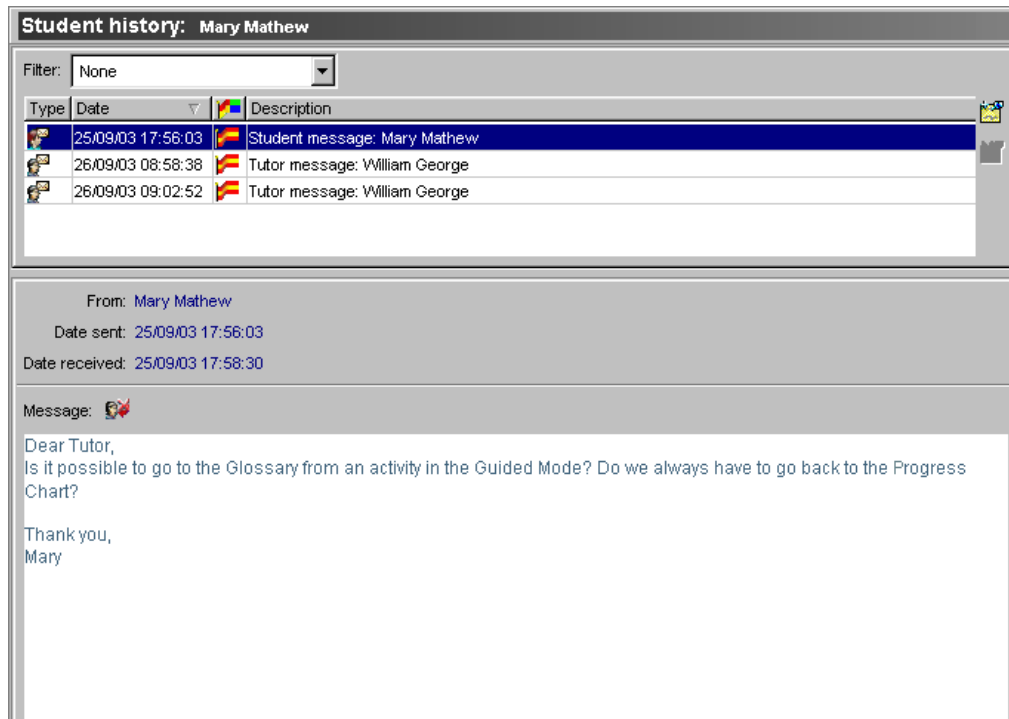
➢ Select the element whose history you want to view from the drop-down menu.

This window allows you to view:
▪ all messages exchanged with a student. You can subsequently sort the messages by type (**Messages received** or **Messages sent**), then by lesson language;
▪ Tutor comments.

➢ Select a line to display the selected element's contents.

To add a comment

➢ Click on the icon **Add a comment** . A text box will appear in the bottom of the window.
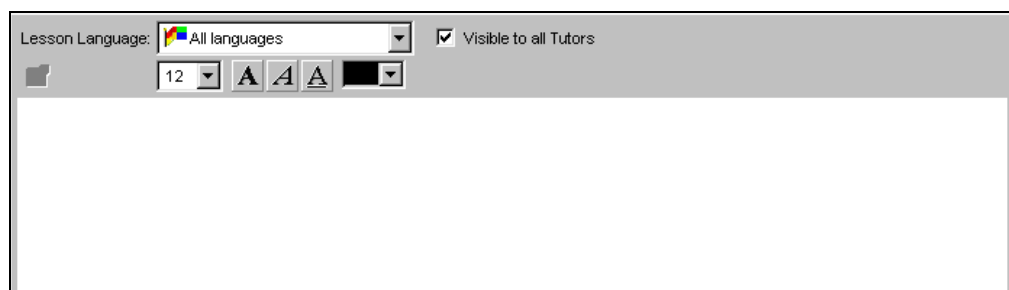
You can add a comment using this function (e.g. send notification of technical changes which are to be made to the student's workstation).

➢ Select the lesson language if the comment only applies to one lesson language. If not, select **All languages**.

➢ By default, the comment can be viewed by all Tutors. If you want the comment to remain confidential, remove the tick from the **Visible to all Tutors** box by clicking on it.

➢ Enter the text.

A certain number of icons allow you to modify the style of your message. Select the text you want to modify and click on the different icons to modify the font size and colour, as well as the style (bold type, italics or underlined).

➢ Click on the icon **Save comment** to save the comment in the student history.

To delete a comment

Caution!
You can only delete a comment within 24 hours of its creation and only if you are the comment's author. After this period, the comment will remain in the student history indefinitely.

➢ Select the comment you want to delete from the list.

➢ Click on the icon **Delete comment** .

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THE TOOLS FOLDER

Access to the three Tools available (**Learning Paths, Options Manager** and **Content Printout**) is dependent on the access rights defined in **Admin Tools** when your account was created.

Learning Paths

➢   Select the function **Learning Paths** in the **Tools** folder.

A Learning Path is made up of a combination of lessons and activities.
You can:
▪   create a Learning Path;
▪   open/modify a Learning Path.
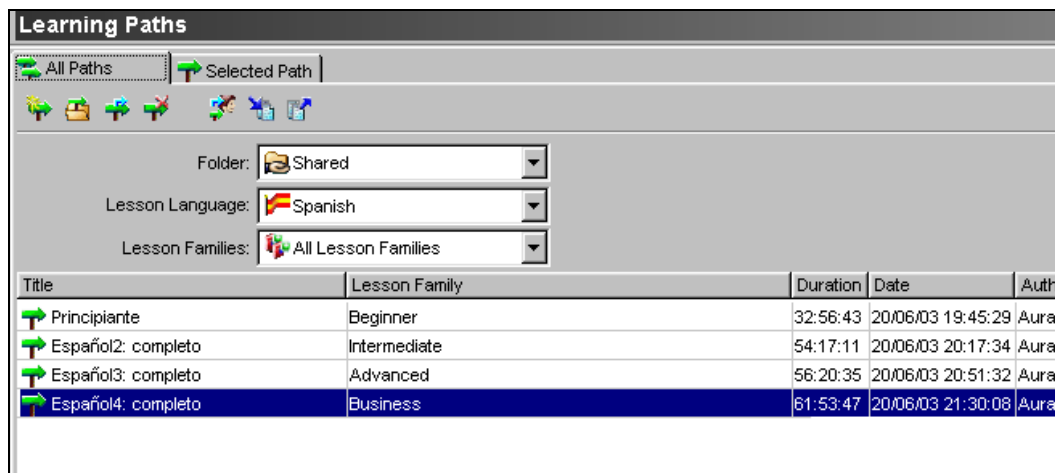
On the **All Paths** tab, you can view the list of Learning Paths contained in:
▪   the **Personal** folder: which contains all the Tutor's personal Paths (only accessible by the Tutor);
▪   the **Shared** folder: which contains all the Paths shared between all Tutors. During the installation of **TELL ME MORE® Education**, all the Paths copied and accessible to students by default are copied into this folder. You can use them to create your own Paths, which can then be transferred to students.

To open a Learning Path

➢   Select the **All Paths** tab, the folder type, the lesson language and Lesson Family to display the list of Paths concerned.

➢   Select a Learning Path, then click on the icon **Open a Learning Path** .
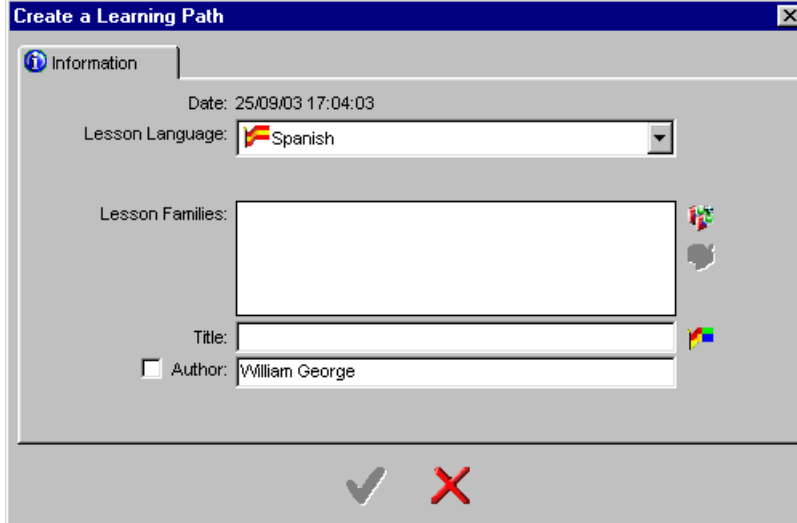
The Progress Chart corresponding to all lessons and activities of the Path open. The name of each activity is displayed when the cursor is placed on the corresponding box.

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To create a Learning Path

You can create a Learning Path in order to tailor a study programme for an individual student by selecting the lesson and activities suited to their needs and abilities.

➢ Click on the icon **Create a Learning Path** .

To define a Learning Path's general information

➢ Select the lesson language from the drop-down menu.

Note:
You only have access to the lesson language(s) you teach and the content therein which is accessible (i.e. lessons stored on your hard drive, access by CD-ROM or by network).

➢ Click on the icon **Add a Lesson Family** .

➢ Select the Lesson Family concerned, then confirm by clicking on the green tick.

Note:
If you want to create a Learning Path *with lessons belonging to several Lesson Families, you must select the Lesson Families individually by repeating the above procedure.*

➢ Enter a title.

Entering in a title makes the **Activity group** tab appear. To know more about this, refer to the **To define activity groups** section.

To translate the title and add a Learning Path description

Note:
*By default, the Learning Path title is in the interface language in **TELL ME MORE®**. If this title does not exist in that particular language, the title displayed will be the same as that entered in the **Title** field on the **Information** tab.*

You can translate the Learning Path title into different languages.

➢ Click on the icon **Title translations and Path description** .
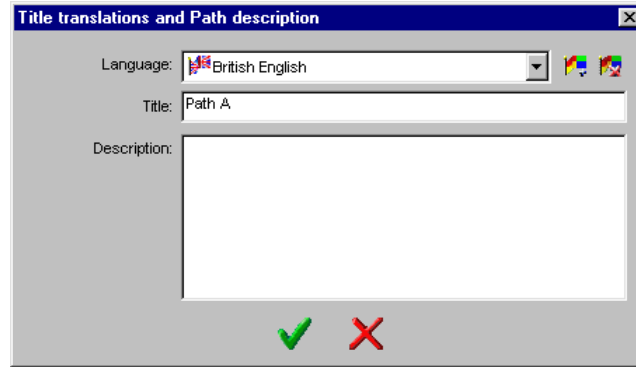
➢ If any of the translation languages are not activated, click on the icon **Add a translation** .

➢ Select the language into which you want to translate the title and write the Path description (optional).

➢ Translate the Path title.

➢ Confirm by clicking on the green tick.

To define activity groups

An activity group represents a line in a Learning Path.

➢ Click on the **Activity group** tab in the **Create a Learning Path** window.
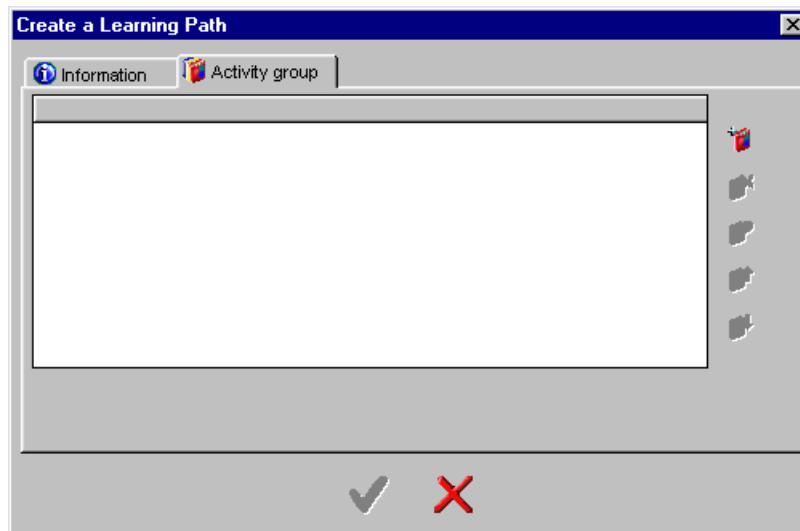
➢ Click on the icon **Add an activity group** .
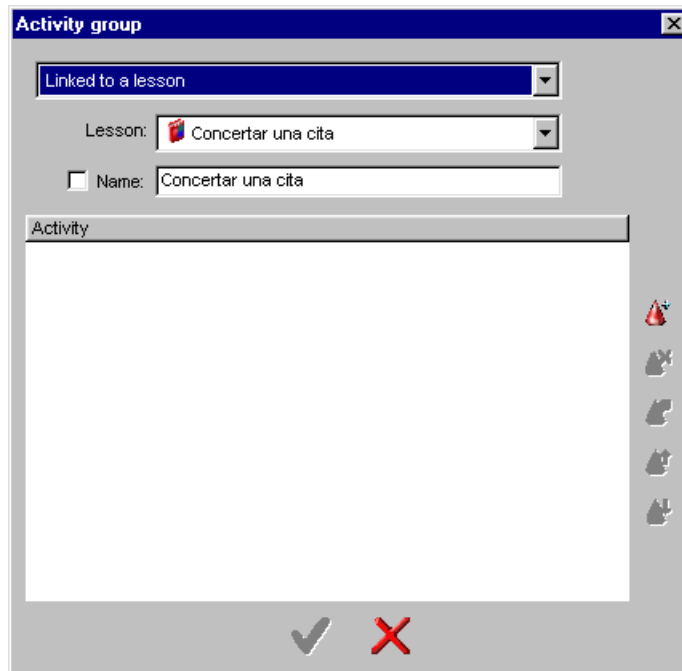
You can choose either:
- the lesson activities: select the **Linked to a lesson** option, then the lesson itself;
- the cultural activities: select **Not linked to a lesson** option, then the level (if several levels are available).

➢ Tick the **Name** box (by clicking on it) if you want to modify the activity group name.

➢ Click on the icon **Add a new activity** .
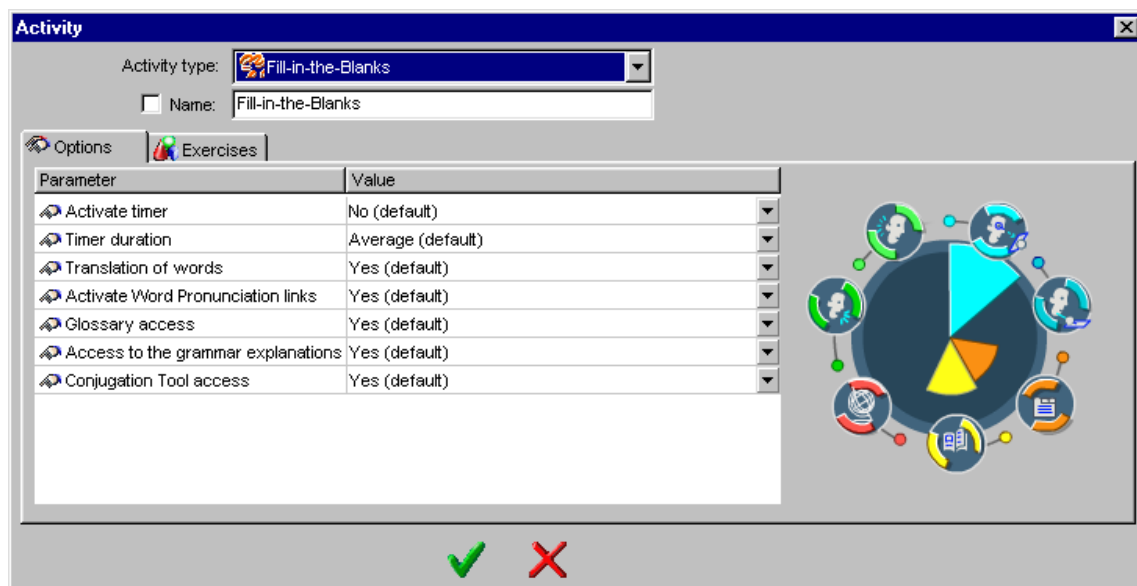
➢ Select an activity type for which you must:
- check or modify the options defined by default;
- select the exercises.
On the right side of the screen, you can view the skills the activity develops.

➢ Tick the **Name** box (by clicking on it) if you want to modify the activity's name.

(1) To modify the activity options

To know more about the options, refer to the table in the **Options Manager/To create an options file** section.

➢ Click on the **Value** field, then select the new value.

(2) To select the exercises

➢ Click on the **Exercises** tab.
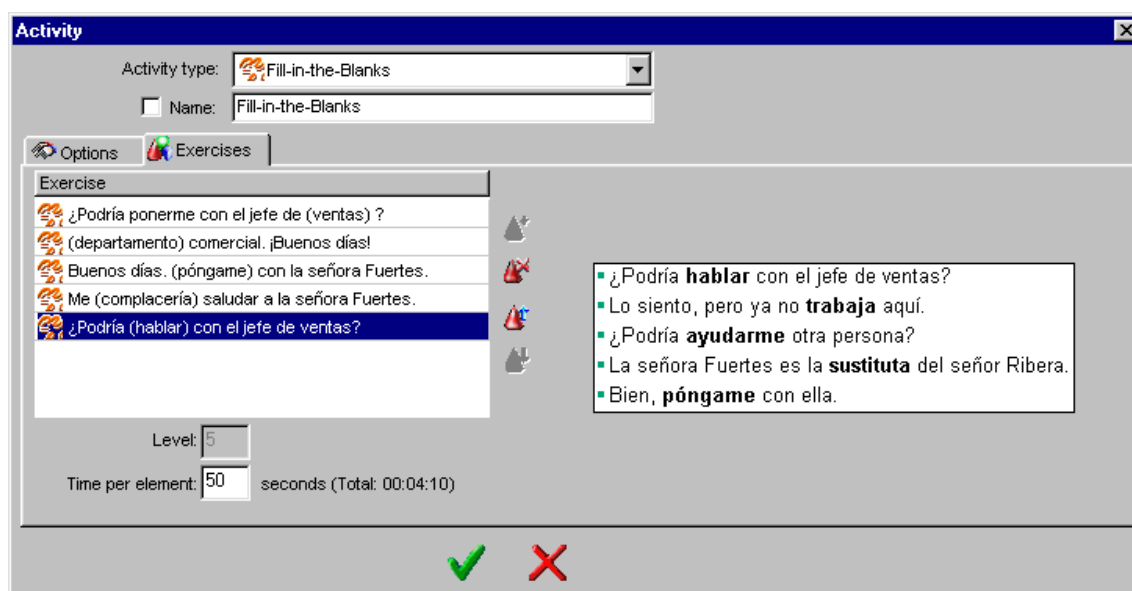
By default, all the exercises available for the lesson activity or the level selected are displayed.

By selecting the title or the first element of an exercise on the left side of the screen, you can view the entire text of the exercise on the opposite side.

Also displayed are:

▪ the **Level**, i.e. the number of elements a student has to complete before being able to pass onto the next activity in the Path;

▪ the **Time per element**, i.e. the number of seconds required to complete the exercise, as well as the overall time taken to do all the exercises.

If you want to limit the activity to certain exercises only, select the different exercises you want to exclude from the

Learning Path, then click on the icon **Delete exercises selected** .

You can also modify the order in which the exercises will be displayed to the student. Select one or more exercises, then

click either on the icon **Move the exercises selected up** , or the icon **Move the exercises selected down** .

You can add any deleted exercises by clicking on the icon **Add an exercise** .
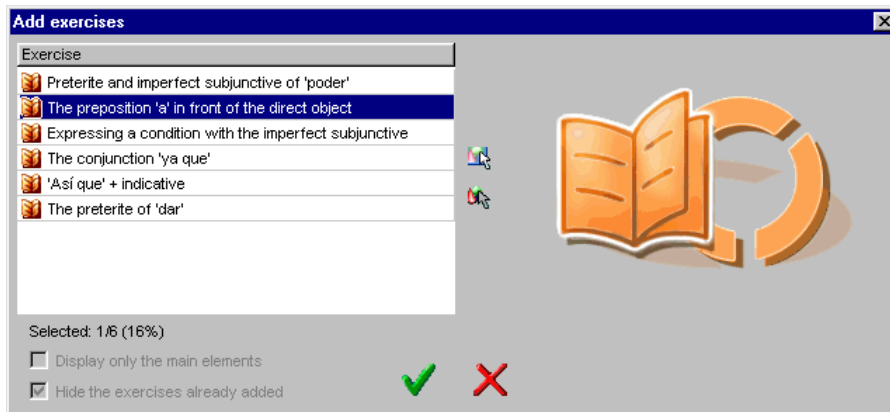
➤ Select the deleted exercise(s) you want to add, then confirm by clicking on the green tick.

If you put the same activity into a Path activity group twice and you want to reuse the exercises already selected, you must remove the tick from the **Hide the exercises already added** box.

Note:

*If you want to add all the exercises again, click on the icon **Select all*** *, then confirm by clicking on the green tick.*

Once the activity options and exercises have been defined, confirm by clicking on the green tick.
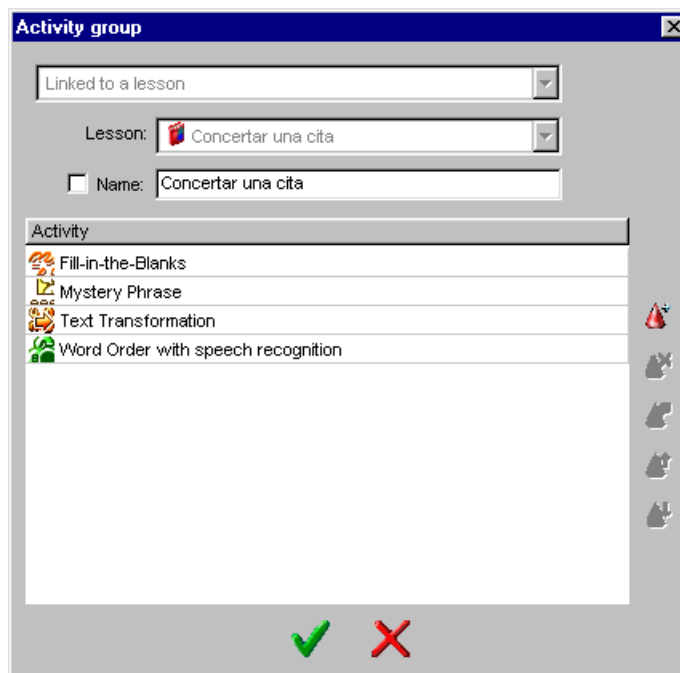
Various icons allow you to subsequently reorganise the activity group by:

- adding a new activity ;

- deleting an activity ;

- modifying an activity ;

- moving an activity up or down .

➤ Confirm by clicking on the green tick.

To transfer a Learning Path from a folder to students

Once a Learning Path has been selected or created, you can transfer it to one or more students. If the Learning Path has recently been created, it must be saved before being sent. For more details, refer to the **To save a Learning Path** section.

➢ Click on the icon **Transfer the Path to student file(s)** .
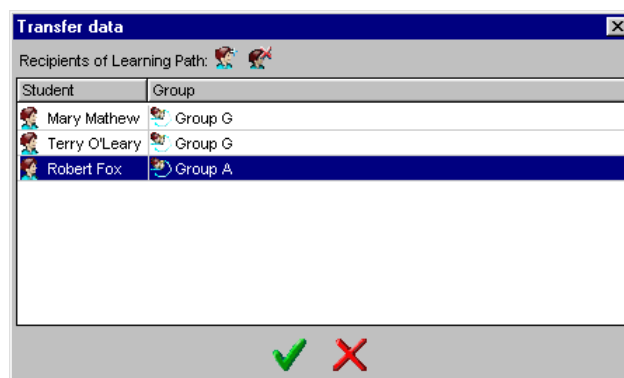
➢ Click on the icon **Select student(s)** .

➢ Select the student(s) who you want to send the Learning Path to from the student database.

➢ Confirm by clicking on the green tick.

To save a Learning Path

➢ Click on the icon **Save the Learning Path** .

Note:
*If you have clicked on the icon **Transfer the Path to student file(s)** immediately after having created the Path, this window will be displayed prior to the transfer taking place.*
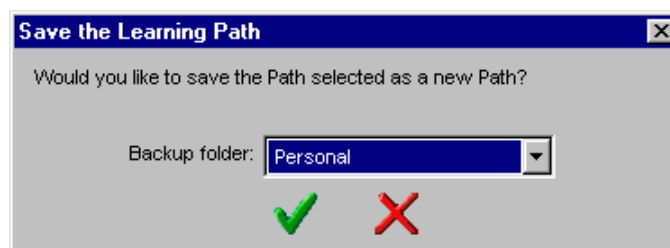
➢ Select the folder in which you want to save the Learning Path.
You have two choices:
- to save it in the **Personal** folder: which contains the Paths you have created and to which only you have access;
- to save it in the **Shared** folder: which contains all the Paths available to all Tutors on the network (standard Learning Paths, Educational Paths and Paths created and saved in the Shared folder).

To transfer a Learning Path from one folder to another

You can subsequently change the folder in which the Learning Paths are stored.

➢ Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.

➢ Select the Learning Paths you want to move.

➢ Click on the icon **Move the Path(s) selected to the 'Shared' folder** (or **Move the Path(s) selected to the 'Personal' folder**) according to where you want to place the Path.

To export/import a Learning Path

To export Learning Paths

➢ Select the Learning Path(s) you want to export.

➢ Click on the icon **Export**.
- If you have selected only one Path, enter the name of the Learning Path (a file with the extension **.al7**), then click on **Save.**
- If you have selected more than one Path, select the directory in which you want to copy the Paths, then confirm by clicking on the green tick.

To import Learning Paths

➢ Click on the **All Paths** tab.

➢ Click on the icon **Import**.

➢ Select Path(s) you want to import (Remember: a Learning Path is a file with the extension **.al7**), then click on **Open**.

➢ State the folder (**Personal** or **Shared**) where you want to save the Paths.

The Learning Path(s) imported will be added to the list.

To modify a Learning Path

You can:
▪ modify, move, add or remove an activity group or activity;
▪ modify, add or remove a translation of the Path's title.

➢ Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.

➢ Select the Path you want to modify, then click on the icon **Modify the Learning Path**.

To modify an activity group

➢ Click on the **Activity group** tab.
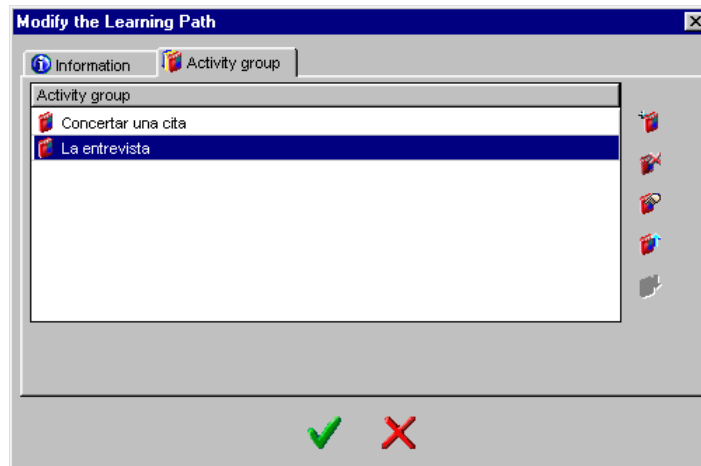
You can then:
- add an activity group;
- modify an activity group;
- remove one or more activity groups;
- move an activity group up or down.

(1) To add an activity group

➢ Click on the icon **Add an activity group** .
To know more about this, refer to the **To create a Learning Path/To define activity groups** section.

(2) To modify an activity group

➢ Select the activity group you want to modify, then click on **Modify the activity group** .
To carry out your modifications, refer to the **To create a Learning Path/To define activity groups** section.

(3) To remove an activity group

Select the activity group(s) you want to remove, then click on **Remove activity group(s)** .

(4) To move an activity group

Select the activity group(s) you want to move and then either click on the icon **Move activity group up** (the line will move up one space, corresponding to a move one space to the <u>left</u> in the **Progress Chart**), or on the icon **Move**

activity group down (the line will move down one space, corresponding to a move one space to the <u>right</u> in the **Progress Chart**).

Options Manager

➢ Select the function **Options Manager** in the **Tools** folder.

This function enables the creation of various options files that you can transfer directly to students or attach to messages.

To open an options file

➢ Click on the icon **Open an options file** 🖼 or select the menu **Options/Open an options file**.

➢ Select the required options file and click on **Open**.

The options file will be displayed. You can then transfer or modify it.

To create an options file

Note:
*The **Value** field of each option is empty by default.*
To create a set of options, select values (from the range available) for each of the options.

➢ Enter or select a value by clicking on the **Value** field.

The table below provides details on each option.

Parameter	Explanation	Choice of values
Student Tracking Manager		
Number of days detailed tracking is kept	Number of days for which the detailed tracking of a student is kept.	1 (default) to 40
Audio Recordings Tracking Manager (local only)		
Backup recordings	Saves student audio recordings made for the **Pronunciation** and **Dialogue** activities.	Yes/No (default)
Compress recordings	Compresses the audio recording file (to the detriment of the sound quality).	Yes/No (default)
Maximum number of saved dialogues	Maximum number of Dialogue activity audio recordings that are saved.	1 to 5 (2 = default)
Maximum number of saved Sentence Pronunciation exercises	Maximum number of Sentence Pronunciation audio recordings that are saved.	1 to 50 (10 = default)
Maximum number of saved Word Pronunciation exercises	Maximum number of Word Pronunciation audio recordings that are saved.	1 to 50 (10 = default)
Maximum number of recordings for each dialogue/sentence/word	Maximum number of audio recordings of attempts made per dialogue/sentence/word which are saved. Only those achieving the best scores are saved.	1 (default) to 3
Learning Mode Manager		
Enable choice of Learning Mode	Gives student choice of Learning Mode in **TELL ME MORE®**.	Yes (default)/No
Learning Mode when TELL ME MORE starts	Mode in which **TELL ME MORE®** begins when opened by student.	Free-to-Roam (default), Guided, Dynamic
Enable access to the Free-to-Roam Mode in TELL ME MORE	Gives student access to the Free-to-Roam Mode in **TELL ME MORE®**.	Yes (default)/No
Enable access to the Guided Mode in TELL ME MORE	Gives student access to the Guided Mode in **TELL ME MORE®**.	Yes (default)/No
Enable access to the Dynamic Mode in TELL ME MORE	Gives student access to the Dynamic Mode in **TELL ME MORE®**.	Yes (default)/No
Options linked to Free-to-Roam Mode activities		
Activate timer	Activates the timer.	Yes/No (default)
Timer duration	Timer speed.	Very fast, Fast, Average (default), Slow, Very slow
Activate speech recognition	Activates speech recognition for those exercises which use it.	Yes (default)/No
Speech recognition difficulty level	Difficulty level of activities with speech recognition; if you choose, for example, the value 4 and your score is below this, **TELL ME MORE®** will not accept your answer.	1/7 to 7/7 (3/7 = default)
Text translations	Allows translations of texts to be viewed for the following activities: Dialogue, Video and Questions, Grammar Explanations and Cultural Texts.	Yes/No (default)
Translation of words	Allows viewing of word translations for the **Find out more about a word** function.	Yes (default)/No
Activate exercise links	Activates access to exercises for the Dialogue and Video and Questions activities.	Yes (default)/No
Activate Sentence Pronunciation links	Activates access to the Sentence Pronunciation activity from the Dialogue using the **Find out more about a word** function.	Yes (default)/No
Activate Word Pronunciation links	Activates access to the Sentence Pronunciation activity from the activities	Yes (default)/No

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|	using the **Find out more about a word** function.	
Dialogue: mode	Choice of mode to work on the **Dialogue** activity.	Comprehension/Expression (default)
Comprehension dialogue: number of incorrect answers	Number of incorrect answers displayed in the **Comprehension dialogue**.	1 to 3 (2 = default)
Picture/Word Association: display words	Display the various possible answers in this activity.	Yes (default)/No
Picture/Word Association: number of incorrect answers	Number of incorrect answers displayed.	1 to 3 (2 = default)
Crossword Puzzles: grid size	Number of boxes constituting grid size.	5 to 11 (8 = default)
Crossword Puzzles: type of clue	Type of clue provided by **TELL ME MORE®** to assist student in completing the grid.	Listen to the words/Translation of words (default)
Word Searches: grid size	Number of boxes constituting grid size.	10 to 15 (12 = default)
Word Searches: type of clue	Type of clue provided by **TELL ME MORE®** to assist student in finding the words.	Listen to the words (default)/Display words
Video: display subtitles	Displays video subtitles.	Yes (default)/No
Dictation	Increases level of difficulty of dictation by taking into account punctuation in student responses.	Difficult/Easy (default)
Options linked to the Guided Mode		
Enable access to all Paths	Enables student to have access to all standard Learning Paths (and Educational Paths, if they have been copied). If not activated, student only has access to Paths sent by Tutors.	Yes (default)/No
TELL ME MORE Pedagogical Options		
Access to the grammar explanations	Access to Grammar Explanations.	Yes (default)/No
Grammar explanations display mode	Type of display of Grammar Explanations in **TELL ME MORE®**.	Illustrations followed by text (default)/ Text followed by illustrations/ Text only
Conjugation Tool access	Access to Conjugation Tool.	Yes (default)/No
Glossary access	Access to Glossary.	Yes (default)/No
TELL ME MORE General Options		
Interface language	Choice of **TELL ME MORE®** interface language.	List of available languages
Activate automatic Help	Automatic activation of the animated Help function in **TELL ME MORE®**.	Yes (default)/No
Voice display mode	Type of display for voice analysis in Pronunciation activities.	- Display waveform - Display pitch curve - Display waveform and pitch curve (default)
Activate beep before student answer	Activates beep to signal to student when to speak in speech recognition activities.	Yes (default)/No
Activate background music	Activates background music in **TELL ME MORE®**.	Yes (default)/No
Activate correct/incorrect answer sound	Activates sounds indicating student's success or failure of an exercise.	Yes (default)/No
Activate sound effects	Activates sound effects in activities in **TELL ME MORE®**.	Yes (default)/No

You can choose either:
- to save the options file: refer to the **To save an options file** section;
- or to transfer the options file to students: refer to the **To transfer an options file from a folder to students** section.

To save an options file

➢ Click on the icon **Save options file** 🖫 or select the menu **Options/Save options file** having chosen the values required.

➢ Enter a name for the options file and click on **Save** (the file has the extension **.ini**).

To transfer an options file from a folder to students

➢ Open the options file you want to transfer (refer to the **To open an options file** section).

➢ Click on the icon **Transfer the options to one or more student files** 🖫.
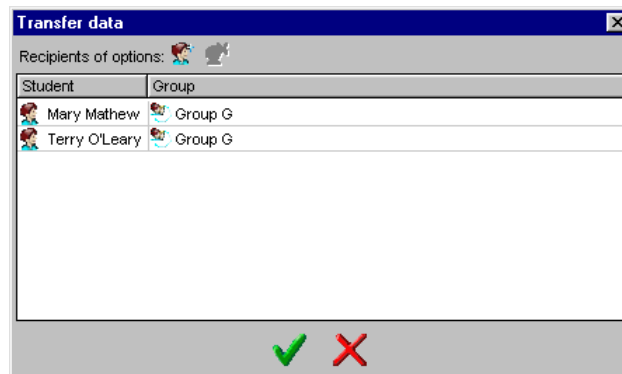
➢ Click on the icon **Select student(s)** 🖫.

➢ Select the student(s) you want to send the options file to and confirm by clicking on the green tick.

Note:
*You can find the options file you sent to a student by opening the **Student** folder and clicking on the **Options** tab of the **Student file**.*

To print the linguistic and pedagogical content

➢ Select the function **Content Printout** in the **Tools** folder.

Content Printout enables you to select all or part of the linguistic and pedagogical content of **TELL ME MORE®** and print it. You can, for example:

- print the activities without the answers, allowing students to complete the activities on paper;
- print the contents of the Glossary and Grammar to act as support materials.

> *Caution!*
> *You must have access to lessons (copied on your hard disk or accessible by the network or CD-ROM) to be able to print their contents.*

To add a selection

➢ Click on the icon **Add a selection** ⬜. By default, you can go directly to the following stage of the process for the first selection.

➢ From the drop-down menu, select the **Lesson language** whose linguistic and pedagogical content you want to print (Remember: you only have access to the languages you teach).

➢ Select the Lesson Family or Families concerned by clicking on the icon **Add a Lesson Family** ⬛.

➢ Select the **Content type** you want to print from the drop-down menu (Activity, Lesson or Culture).

These options vary depending on the content type selected.

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Content type: Activity

➢ Select an activity from the drop-down menu (the selection will take the name of the activity selected).

➢ Click on the icon **Add a selection** [icon].

➢ Select the lesson(s) whose activities you want to print, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the **To define the print options** section.
You can modify the selection at any time by changing, moving or removing activities.

For each new activity you want to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the **To add a selection** section.

Content type: Lesson

➢ Select the lesson concerned from the drop-down menu (the selection will take the name of the lesson selected).

➢ Click on the icon **Add a selection** .
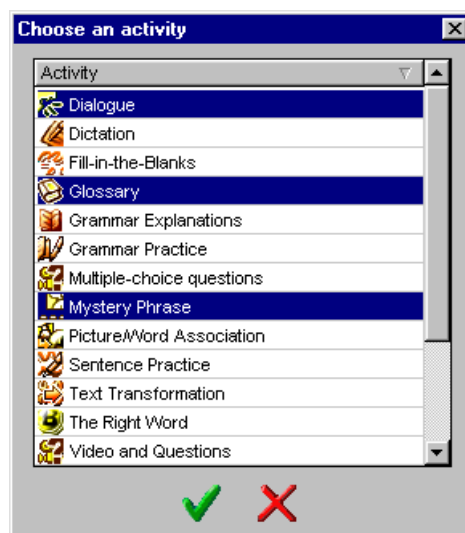
➢ Select the activity or activities you want to print from the selected lesson, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the **To define the print options** section.
You can modify the selection at any time by changing, moving or removing activities.

For each new lesson you want to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the **To add a selection** section.

Content type: Culture

> ➢ Click on the icon **Add a selection** .

> ➢ Select the activity or activities you want to print, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the **To define the print options** section.
You can modify the selection at any time by changing, moving or removing activities.

To define the print options

If you have selected the content type **Activity**, the options are defined for all lessons selected.
If you have selected the Content type **Lesson** or **Culture**, the options are defined for the activity selected.

➢ For each activity, tick the boxes (by clicking on them) on the right side of the screen, according to the options available (General Options and Specific Options) and the content you want to print.

Refer to the table below for descriptions of the print options, as well as details of those options available according to the activity.

Description of print options

Options	Descriptions
General Options	
Print the solutions	Prints the activities with solutions. By default, this option is activated for all activities.
Print the translations	Prints the translation of texts for the Dialogue, Grammar Explanations, Glossary, Video and Questions and Cultural Texts activities.
Translation language	The language the translation will be printed in.
Print the grammar links	Prints the titles of the grammar points corresponding to the activity in the Tutor Tools interface language.
Specific Options	
Also print multiple-choice questions	Prints the multiple-choice questions for the **Video and Questions** activity, in addition to the text of the video.
Comprehension Expression	Prints the **Dialogue** in Comprehension or Expression mode.
Only the key grammar explanations	Prints only the key grammar explanations of the lesson selected in the **Grammar Explanations** activity.
Only the keywords	Prints only the keywords of the lesson selected in the **Glossary** activity.
Print the corresponding Riddles	Prints the Riddles corresponding to the Cultural Text selected in the **Cultural Texts** activity.
Category	Prints texts relating to only one or more specific themes in the **Cultural Texts** activity.
Print the clues	Prints the clues for the **Riddles** activity.

Print options by activity

Activity	Options	
Word Association	Print the solutions	
Picture/Word Association	Print the solutions	
Grammar Practice	Print the solutions Print the grammar links	
Text Transformation	Print the solutions Print the grammar links	
Dialogue	Print the solutions Print the translations + choose translation language Specific Options: Comprehension/Expression	
Dictation	Print the solutions Print the grammar links	
Sentence Practice	Print the solutions Print the grammar links	
Grammar Explanations	Print the translations + choose translation language Specific Options: Only the key explanations	
Glossary	Print the translations + choose translation language Specific Options: Only the keywords	
The Right Word	Print the solutions Print the grammar links	
Mystery Phrase	Print the solutions	
Words and Functions	Print the solutions	
Words and Topics	Print the solutions	
Word Order	Print the solutions Print the grammar links	
Written Expression	Print the solutions	
Fill-in-the-Blanks	Print the solutions Print the grammar links	
Video and Questions	**Content type = Activity:** Print the solutions Print the translations + choose translation language Specific Options: Also print multiple-choice questions	**Content type = Lesson:** Print the translations + choose translation language
Multiple-choice questions	Print the solutions	
Riddles	Print the solutions Specific Options: Print the clues	
Cultural Texts	Print the solutions Print the translations + choose translation language Specific Options: Print the corresponding Riddles Category	
Patchworks	Print the solutions	

To print selections

Before printing, you can:

- open a print preview of the document created by clicking on the icon **Print preview** in the toolbar. The print preview includes all the selections;
- check and modify the layout (definition of the top/bottom/left/right margins) by clicking on the icon **Layout** in the toolbar.

➢ Click on the icon **Print** .

To save or open selections files

This function enables you to save ready-to-print selections files.

To save a selections file

Once you have selected the linguistic and pedagogical content you want to print, you can save it to print later using **Tutor Tools**.

➢ Click on the icon **Save the selections file** .

➢ Enter a name for the file (which will have the **.aps** extension) and click on **Save**.

To open a selections file

Note:

Selections files only contain the selections to be printed and not the linguistic and pedagogical content itself. For another Tutor to read the file, they need to have access to the content of the lesson(s) selected in the selections file (i.e. the lessons copied onto their hard disk, or accessible through the network or CD-ROM).

➢ Click on the icon **Open a selections file** .
➢ Select the file you want and click on **Open**.

The selections will be displayed: you can then print them.

To modify, move or remove a selection

Modify a selection

➢ Select the line corresponding to the selection you want to modify in the **Selections to print** field.
➢ Carry out the modifications. To know more about this, refer to the **To add a selection**.

Move a selection

➢ Select the line corresponding to the selection you want to move in the **Selections to print** field.

➢ Click on the icon **Move the selection up** , if you want to move the selection closer to the beginning of the document to be printed, or click on the icon **Move the selection down** , if you want to move the selection towards the end of the document to be printed.

Remove a selection

➢ Select the line corresponding to the selection you want to remove in the **Selections to print** field.
➢ Click on the icon **Remove the selection** .

Important information concerning printing of documents

Dialogue printout: question transition

The transition between different questions in the dialogue illustrate the interactive nature of the activity as the answer chosen by the student dictates the following question.
The number on the left of the printout corresponds to the dialogue question number.
The numbers next to each answer on the right correspond to the question which will follow if the student gives that particular answer.

TECHNICAL SUPPORT

If you have difficulty using **Tutor Tools**:
- refer to the regularly-updated FAQ (Frequently Asked Questions) and technical information on Auralog's website at www.auralog.com;
- contact your supplier or Auralog's technical support team who will help you find a solution.

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